Favor TechConsulting, LLC (FTC) is seeking a full-time Manpower Analyst to support the Defense Health Agency (DHA), Manpower and Organization Division.

Location: Falls Church, VA

Essential Job Functions & Responsibilities

The Manpower Analyst will help plan, organize, and conduct manpower analysis and requirements determination for the DHA to include:

- Gather organizational data to support the requirements determination processes (directives, publications, laws, memorandums, agreements, etc.)
- Review and analyze organizational data to assist with the development of organizational function and task statements
- Identify and categorize work performed in support of the organizational functions and tasks
- Define the appropriate workforce mix (military, civilian, and contract) to support the functions and tasks
- Plan, organize, and conduct manpower analyses and requirements determinations for DHA positions and mix for military, civilian, and contract personnel, perform data collection, forecasting and optimization studies, coordinate with tri-service personnel systems and points of contact
- Support development of DoD manpower documentation
- Makes recommendations related to restructuring, redeployment, and reorganization based on current empirical and workforce analysis
- Conducts risk assessments to minimize adverse impacts on the workforce due to restructuring and external factors such as changes in mission requirements

Required Minimum Qualifications

- Overall experience in manpower analysis programs and Government consulting expertise
- Bachelor's Degree in related field with minimum 3-5 years' experience as a Manpower Analyst ; 5+ years' relevant experience can be substituted for degree
- Federal health experience highly desirable (DoD, MHS)
- Strong oral, written communications, influencing, interpersonal and organizational skills
- Must be able to gather and analyze information skillfully
- Experience conducting requirements determination studies
- Experience working with the Military Health System is highly desirable
- Experience with Microsoft Office, including Project, Word, PowerPoint, and Excel, and SharePoint

In addition, U.S Citizenship is required. Applicants selected will be subject to a government security investigation and must meet eligibility requirements for access to classified information and be able to obtain a government-granted security clearance. Individuals may also be subject to a background investigation to include but not limited to criminal history, employment and education verification, drug, testing, and creditworthiness.

Favor TechConsulting is an Equal Opportunity Employer. Qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, national origin, marital status, disability, veteran status, sexual orientation, or genetic information. Favor TechConsulting is an E-Verify Participant.